

Proposed letter to Lt. Governors re: communication/disaster preparedness data

To: Lt. Governors

From: Kiwanis District Governor and District Disaster Coordinator

Date: May 15, 2008

Subject: Club member communication survey and disaster preparedness member information data

The Louisiana – Mississippi – West Tennessee Kiwanis District is working on a few exciting endeavors that would strengthen Kiwanians communication. We are working on creating a referral directory; Kiwanis Konnect, which would allow Kiwanians to search through a database to find a business that they need. We are also working on building a database for emergency use. This database would be used in a state of disaster to contact Kiwanians in need and network together to so that each community that we care for gets what is needed in a timely manner.

Attached to this letter is a survey where you can fill out both your business and emergency contact information. It is necessary that each member complete and submit the member information data in order that the District Disaster Plan and Kiwanis Konnect can be implemented. This information will not be distributed to anyone outside the Kiwanis organization. It is important that we receive this data no later than June 10th, 2008. Those Kiwanians who submit this form before June 10th, 2008 will be entered into a drawing for two (2) free gasoline gift cards worth \$150.00 each.

It is important that each Kiwanian gets the chance to fill out this survey. Therefore, we request that you transmit this survey to your club though the President or Secretary immediately. Copies of this survey can be attained through the Special May Calliope or by downloading a Microsoft Word version on the district website. The member survey can be faxed or e-mailed directly to the office by each Kiwanian, club secretary, or Lt. Governor. Remember to fill out the form completely and submit it before June 10th, 2008 to have your name entered in the drawing for the gasoline gift cards.

David A. Pickler
Governor

Ed Ford
District Disaster Coordinator

Note: This document has a total of five (5) pages.

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Club Member Survey

1. Contact Information

Name _____

Address _____

Nickname (if any) _____

Telephone No. Home _____

Cell _____

E-Mail _____

2. Business

Name _____

Address _____

Nickname (if any) _____

Telephone No. Work _____

E-Mail _____

3. Secondary Contact In Community

Name _____

Address _____

Nickname (if any) _____

Telephone No. Home _____

Cell _____

Work _____

E-Mail _____

4. Secondary Contact At Least 100 Miles Away

Name _____

Address _____

Nickname (if any) _____

Telephone No. Home _____

Cell _____

Work _____

E-Mail _____

5. Are you willing to house a Kiwanis member and their family forced to evacuate the disaster area? YES _____ NO _____

6. Are you willing to donate your time and labor to help people in the disaster area whose homes are damaged get back into their homes? YES _____ NO _____

7. What skills can you donate? _____

8. What is the best time to contact you during the day _____; evening _____

9. Do you receive the "Kiwanis Calliope," the District newsletter? _____

10. How do you receive the Kiwanis Calliope? (online from District; online from club secretary; other) _____

11. How often do you read the Kiwanis Calliope? (monthly; occasionally; never)

12. What articles/news would you like to see featured in the Kiwanis Calliope? (news about club projects, club speakers, District events, International events, Kiwanis education) _____

13. If you have received and read the Kiwanis Calliope this year, what did you like or dislike about the newsletter and its articles?

14. Do you believe that the Kiwanis Calliope is a vital link between clubs in the District, the District officers, and club members? _____

15. How would you like to see the Kiwanis Calliope distributed in the District?
(check or bold one option below)

- Sent to each club secretary online for distribution to members;
- Publish in hard copy and mail to each member;
- Other methods of distribution _____; or
- Discontinue publishing District newsletter

16. What other methods of communication would you suggest for our District to consider? _____

17. Does your club have a club newsletter? _____

18. How often is it published? (weekly, bi-weekly, monthly, other) _____

19. Who publishes your club newsletter? _____

20. What type of Internet service do you have?

(check or bold one option below)

- Dial-up
- Broadband
- Other _____

I understand that the information provided on this form will be used to create a Membership database which will be maintained at the Kiwanis District Office in Baton Rouge, LA. It will not be used except in a disaster and will not be distributed to anyone outside the Kiwanis organization.

Club Member Signature

Date